



Northeast District Athletic Board

HOME SITE Sectional & District Basketball Tournament Reporting Instructions - 2022

1. **ONE REPORT** can be completed for **ALL BOYS & GIRLS** Sectional/District Tournament Basketball games played at your school.
2. Flat Fees: **Sectional Tournament contest: \$700.00** **District Tournament contest: \$900.00**
3. **FINANCIAL REPORT FOR 2022:** The sectional/district tournament financial report, and instructions sheet, are posted at <https://www.ohsaa.org/nedab> under "Tournament Forms & Financials for Download".
4. Before entering data, save the file with a new name. Your file name should be in the following order. Level, Sport, Host School Name, Tournament Division and Year. Examples: **ELYRIA BK 2022 or SOLON BK 2022**
5. **WORKSHEET TAB:** Complete ALL the highlighted information on the WORKSHEET tab. SELF inputs are highlighted in **YELLOW**. Drop Lists are **BLUE**. Key totals from the worksheet will automatically self-populated the Final Report section.
6. **PERSONNEL TAB:** The Personnel Tab is only for the host schools use if they need a form to communicate with their treasurer regarding payment to workers. This information is **NOT REQUIRED** to be reported to the NEDAB.
7. **SCHOOL ACCOUNTS:** Be sure to answer the two questions on the Worksheet tab with a "Yes" or "No" response or a combination of Yes/No. **PLEASE DO NOT** leave these items blank.
8. **SERVICE EXPENSES:** *Host schools are being budgeted a flat rate to host a home site sectional and/or district basketball contest.* This budgeted amount is to pay all personnel necessary to conduct the tournament contest. This includes all expenses for site manager, athletic trainer, scorers, timers, ticket sellers, ticket takers, secretarial, postage, custodial services, security as well as related payroll expenses. Uniformed security costs are now included in the flat fee for services.
9. **SECURITY:** Sworn, uniformed security personnel, or a professional security company must be paid through your school account. Uniformed security costs are now included in the flat fee designated for services.
10. **EXTRAORDINARY EXPENSES:** All extraordinary expenses must be pre-approved by the NEDAB president and documentation must be submitted for reimbursement.
11. As you type the information into the Worksheet tab formulas are set to complete calculations on that page. Please do not try and alter formulas. If you have questions, or a problem, please contact the NEDAB treasurer or Tournament Manager.
12. An e-mailed copy of the report is due within SEVEN (7) days of the date of your event.
13. **TOURNAMENT FUNDS:** Schools are asked to run all tournament funds through their school treasurer using Agency accounts. If the treasurer chooses not to do this, the site manager will use a checking account approved by their school treasurer and the OHSAA. If neither form of accounting can be established, the school will not host the event. Please request a W-9 form from your tournament manager, or the NEDAB treasurer, if the NEDAB needs to be setup as a vendor through your school treasurer's office.

14. **TICKETS/ADMISSION REVENUE:** There will be no paper tickets sold by competing schools for the 2022 Sectional or District tournaments. All ticket sales will be managed by HomeTown Ticketing and **ONLY** available on-line.
15. Fans will have a select time to purchase tickets. Sectional and District tickets will be offered at \$8.00 pre-sale and \$10.00 on the day of the game. The pre-sale window will **close 3 hours** prior to the beginning of the event.
16. **Financial information from ticket sales will NOT be reported on your tournament financial report.**
17. The official's fees listed are only a point of reference – Officials are **NOT paid** by the host school. The sectional fees are \$80.00 with the District fees set at \$110.00. The mileage fee is \$1.00 per mile, one way, over 50 miles from the official's home address listed in the Arbiter to your school.
18. **50/50 RAFFLES:** "50/50" drawings are approved based upon the 'buy in amount' approved annually by the OHSAA Board of Directors. There shall be no other raffles or any type of games of chance permitted at the site of basketball tournament contests. This would include, but is not limited to, half-time shooting contests.
19. **STREAMING:** School Websites or School-Controlled Webpage No Charge
 Educational Access, Non-Commercial, School Fan/Booster Websites \$50.00
 Detailed information regarding Tournament streaming and broadcast fees are posted on the OHSAA web site at:
<https://ohsaaweb.blob.core.windows.net/files/News/Media/TournamentBroadcastRates.pdf>
20. **RADIO/TV:** Enter the Call Letters and fee received, or the fee owed, for each station. Checks should be made payable to the OHSAA or NEDAB. Record the broadcast fee in the appropriate column listed on the Worksheet tab. **Mail ALL radio checks received for the OHSAA or NEDAB to the NEDAB Treasurer.**
 The fee structure is as follows: Akron, Canton, Cleveland, Warren & Youngstown \$80.00
 Elyria, Lorain, Willoughby \$70.00
 All Other Stations (including internet only broadcasts) \$60.00
 Non-commercial stations (audio only) \$25.00
 Detailed information regarding Tournament streaming and broadcast fees are posted on the OHSAA web site at:
<https://ohsaaweb.blob.core.windows.net/files/News/Media/TournamentBroadcastRates.pdf>
21. Host schools will sign the approved OHSAA site agreement form and are to provide a facility at no cost to the Northeast District Athletic Board. (No rental, set up, lights or custodial fees.)
22. **DEFICIT TOURNAMENTS:** The NEDAB will mail a check to the host school to cover the FLAT FEE plus any extraordinary expenses incurred and approved by the NEDAB President. Schools will receive their reimbursement within 30 days following the conclusion of the tournament.
23. If a school hosts more than one contest, boys or girls, the NEDAB will combine the flat fees onto one check.
24. **Save copies of all documents used to prepare your financial report for possible auditing purposes.**
25. **COMPLETED REPORT:** Please E-mail this report in its Excel Format to: mmcguire@ohsaa.org
26. **CONFIRMATION:** An e-mail will be returned specifying accuracy or questions that need clarification.
27. **CONTACT INFORMATION:**

Mark T. McGuire, Treasurer	mmcguire@ohsaa.org
373 Hamilton Circle	440-346-4827
Elyria, OH 44035	